School Food Authority	Month/Year
School	Name of Person Completing This Form (Print)

MEALS PER LABOR HOUR BASED ON MEAL EQUIVALENTS

(Conventional Method of Preparation)*

I.	Determining Mea	al Equivale	nt		Meal Equivalents
	Breakfast ADP	÷ 3 =			
	Lunch ADP	=		+	
	After School Snack ADP	÷ 4 =		+	
	Average Daily Income For Misc. Ala Carte Sales	÷ \$3.00 =	+ Total Meal Equivalents	=	
II.	Calculating Meal	s Per Labo	r Hour		
	Total Meal Equivalents		Hrs. Devoted to Preparation Serving and Clean-Up (Must include at least ½ of Managers Time)	=	Meals Per Labor Hour (MPLH)
III.	Comparison of So	chool MPL	.H to		Staffing Guidelines
	Current MPLH		versus		MPLH Per Guidelines (See Chart Below)

SCHOOL STAFFING GUIDELINES/SCHOOL FOOD SERVICE

1	2	3
# OF MEAL EQUIVALENTS	MEALS PER LABOR HOUR	
SERVED (ME's)	(MPLH)	TOTAL LABOR HOURS
UP TO 100	8	9 – 12
101 – 150	9	12 – 16
151 – 200	10 – 11	16 - 17
201 - 250	12	17 - 20
251 – 300	13	20 - 22
301 – 400	14	22 – 29
401 – 500	14	29 – 35
501 – 600	15	35 – 40
601 – 700	16	40 – 43
701 – 800	17	43 – 47
801 – 900	18	47 – 51
901 – 1,200	19+	52 – 80
1,201 – 1,500	19+	63 – 100
1,501 – 1,800	19+	79 – 120
1,801 - 2,100	19+	95 - 140

KEY 1. ME's: 3 Breakfast = 1 ME; 1 Lunch = 1 ME; 4 After School Snacks = 1 ME and \$3.00 of Misc. A la Carte = 1 ME

^{2.} Recommended meals per labor hour based on meal equivalents

^{3.} Total Labor Hours -= hours devoted to preparation, serving and clean-up employed in the kitchen

^{*} The conventional method of preparation of food from raw ingredients on the premises (using some bakery bread, prepared pizza and washing dishes)